

## **CITY OF BURBANK**

### **FINANCIAL PLANNING AND RISK MANAGER**

#### **DEFINITION**

Under general direction, manages financial and energy risk management related duties including financial modeling, financial planning and analysis, and performing risk and credit analysis; prepares reports and recommendations on complex financial, business, and energy risk matters; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assists in the development of the Department's financial planning objectives, policies, and procedures; assists in financial modeling, financial planning and analysis, reporting, and forecasting; performs revenue, expense, and capital expenditure analyses; assists in the consideration of new products or services; may direct and participate in administrative and financial projects as required; and responds to inquiries pertaining to the financial policies and procedures of the Department and supervises others in doing so.

Ensures that risk exposure monitoring and reporting is an independent function residing outside of the utility's energy traders' duties; reviews transactions for compliance to regulatory requirements; responsible for the independent monitoring and analyzing of market and financial risks; Reports findings to senior management; responsible for the independent evaluation and review of the creditworthiness of the utility's counterparties and communication of results; facilitates energy supply governing agreements; generates counterparty Credit Exposure reports and Position reports for senior management; monitors financial strength of counterparties; monitors appropriate usage of various trading strategies; responsible for price inputs utilized in reporting; documents changes in valuation models; reports any breaches of authorization limits to the Risk Oversight Committee; responsible for maintaining the risk management system; ensures the accuracy, timeliness and integrity of energy reporting systems; confirms the identification, terms and conditions of all transactions beyond current day (incremental); coordinates accounts receivable/payable data flow between accounting and risk management systems; validates risk management system recording of trading transactions; serves as a contact for counterparties with regards to billing and payment and confirmation processes.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – principles, practices, and techniques of finance and/or energy risk management, with emphasis on planning, reporting, risk and credit analysis, operations; administrative principles and methods including goal setting and performance measurement and best practices; general laws and regulations governing finance and risk and credit analysis for utilities.
- Ability to – communicate effectively, both orally and in writing; interpret, provide assistance, and make decisions in accordance with laws, regulations, and policies; review and analyze a variety of organizational, financial, and risk and credit problems and make sound policy and procedural recommendations. Create financial models, financial reports, and energy risk management reports with the use of personal computer, financial application software, or energy risk management software programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's Degree in finance, accounting, business administration or a related field, and up to five years of progressively responsible finance, accounting, business, or energy risk management experience. Other combinations of education and experience may be considered.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

**Desirable Qualifications:** CFA, MBA, CPA; experience in a public or investor-owned utility.